

Division for the Visually Impaired  
Business Enterprise Program (BEP)  
Blind Vendors Committee (BVC) Meeting Minutes  
DVI Conference Room #203  
1901 N. DuPont Highway, Biggs Building  
New Castle, DE 19720  
May 23, 2019

**Attendees:** Wayne Marsh, Committee Chairman; Rob Schmidlkofer, Director, Business Enterprise Program; Anthony Paolini, Committee Member; Gary Pizzolo, Committee Co-Chair; Romy Mikhail, Division for the Visually Impaired; Andy Kloepper, Division for the Visually Impaired; Jill Morrison, Division for the Visually Impaired; Mark Ridenour, Division for the Visually Impaired; and Debra Mills-Joe, Division for the Visually Impaired.

Wayne Marsh called the meeting to order at 10:10 A.M.

**Rules of Engagement:** Rob Schmidlkofer reviewed the rules of engagement.

**Approval of Minutes:** The minutes from the April 25, 2019, BVC meeting were reviewed. Gary Pizzolo made the motion to approve the April minutes. Anthony Paolini seconded the motion. The motion carried.

**Program Finances:** Mark Ridenour provided the financial report of the BEP/BVC accounts. Mark continues to gather comparison information on pricing and bank interest rates. Olu Ogunsola is reaching out to the Division of Management Services for guidance regarding putting funds into First State Financial.

The May fringe checks have been sent out. A purchase order for the vending machines was processed.

**Director's Report:** On behalf of the Director, Elisha Jenkins, Andy Kloepfer gave the director's report.

In regards to the healthy vending initiative, the comparison analysis of the April 2018 to April 2019 sales showed a slight decrease in overall sales. The performance issues that some machines had, may have contributed to this decrease in vending sales. Within the past six months, phone calls regarding vending issues has increased. There was a discussion regarding vending machine maintenance.

A meeting with Canteen and the BVC to discuss service calls will be scheduled. The recommendation is 24 hours to respond to all service calls.

#### **Old Business:**

**Upward Mobility:** Serve Safe training was completed on May 2, 2019. Operator training will take place on Monday, June 10, 2019, 10:00 A.M. until 1:00 P.M.

The location for training with Terry Smith August 7 – 9 will be determined later. Information on video conferences calls from Hadley School for the Blind will be obtained.

#### **New Business:**

**Operator Agreements/Expectations:** The operator agreements will be shorter and more compact. All committee member will receive information regarding Texas and Tennessee operator agreements for review.

**Strategic Plan:** Rob Schmidlkofer would like to combine two of the committees that are similar in structure. An e-mail will go out to each leader of each committee to schedule meeting dates.

**Public Comment(s):** No public comment.

**Adjournment:** Anthony Paolini motioned to adjourn. Gary Pizzolo seconded the motion. Meeting adjourned at 11:43 A.M.

Respectfully submitted,  
Debra Mills-Joe